

RECONCILIATION OF MULTIPLE ORDERS WORKSHEET
If two or more orders have open obligations

Primary Order (___ children)	\$ _____ per _____ due on _____
Second Order (___ children)	
Old obligation	\$ _____ ❶ per _____ due on _____
New obligation	\$ _____ ❷ per _____ due on _____
Last billing	\$ _____ ❶ on _____
Number of days from the old due date through the day before the new due date	_____ through _____ = _____ ❸ days
Per-day amount = old obligation amount divided by the number of days in the payment period	\$ _____ ❶ ÷ _____ days = \$ _____ ❹
Transition amount = per-day amount times number of days	\$ _____ ❹ per day times _____ ❸ days = \$ _____ ❺
Amount over-billed = old obligation minus transition amount	\$ _____ ❶ minus \$ _____ ❺ = \$ _____ ❻
New obligation minus over-billed amount = reconciliation amount	\$ _____ ❷ minus \$ _____ ❻ = \$ _____ ❼ due _____ _____ _____
Next regular payment under the new obligation	\$ _____ ❷ due _____

RECONCILIATION OF MULTIPLE ORDERS WORKSHEET

When only one of the orders has an open obligation

Primary Order (___ children)	\$_____ per _____ due on _____
Second Order (___ children)	
Old obligation	\$_____ ❶ per _____ due on _____
New obligation	\$_____ ❷ per _____ due on _____
Last due date	_____ (dd/mm/ccyy)
Number of days from the old due date through the day before the new due date	_____ through _____ = _____ ❸ days
Per-day amount = old obligation amount divided by the number of days in the payment period	\$_____ ❶ ÷ _____ days = \$_____ ❹
Transition amount if order were to be enforced = per-day amount times number of days	\$_____ ❹ per day times _____ ❸ days = \$_____ ❺
Transition amount = reconciliation amount	❺ = ❷ due on the last due date of the old obligation
Next regular payment under the new obligation	\$_____ ❷ due _____